

ADMINISTRATIVE
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10 July 1974

MEMORANDUM FOR: All Component Personnel Officers
All Component Supervisors

SUBJECT : Fair Labor Standards Overtime Rights

1. Forwarded herewith are two listings of all employees in your component with FLSA designations of Exempt (E) or Non-Exempt (N).

2. The provisions of the Fair Labor Standards Act give employees certain overtime rights not previously granted to them. These rights were described in [] 1 May 1974.

3. In order to ensure that all requirements are met, all employees must be notified in writing of their Exempt or Non-Exempt status, and all supervisors must be informed of the Exempt/Non-Exempt status of employees under their supervision. Employees must further be notified of their entitlements under the FLSA.

4. Each employee in your area will receive a card with his designation Exempt or Non-Exempt and a statement as to application of this status. Upon promotion or changes in assignment which affect the Exempt/Non-Exempt status of an employee, a revised card will be issued to the employee and his supervisor. Each Headquarters employee should see [] 1 May 1974 which gives him a description of his entitlements under the FLSA. Foreign Field employees will be informed of their entitlements by a cable to field stations.

5. One of these listings should be retained by the Personnel Officer. The second listing is intended for the use of all supervisors in your area. It should be divided and appropriate sections given to supervisors. These are preliminary listings. While dated 30 April 1974 the information included is current as of 1 May 1974, the effective date of the FLSA. Every quarter hereafter, beginning 30 September 1974, revised listings will be transmitted to you. Quarterly listings will include any changes in status which have taken place in the quarter. For easier distribution of these listings, future runs will have page breaks at the Branch level. Copies of this memorandum should be xeroxed and one given to each supervisor.

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6. Supervisors should check the listings to ensure correctness. While the dictionary occupational titles have been verified, in some cases mistakes have been made in the employee's occupational code (e.g. 0322.01 has been shown instead of 0332.01) resulting in an N status instead of E. Such errors must be corrected by the supervisor with the preparation of a revised Form 1152. If the cards, when transmitted to the supervisors for distribution to the employees, show such errors, they should be corrected in ink by the supervisor, including necessary correction in Exempt/Non-Exempt designation, and an 1152 should be submitted at the same time to correct employee's records.



STATINTL

Chief

Position Management & Compensation Division

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